



Approved for Release
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Deputy Chief Human Capital Officer and
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11-19-09
Date

DEPARTMENT OF COMMERCE
OFFICE OF HUMAN RESOURCES MANAGEMENT
HUMAN RESOURCES (HR) BULLETIN #108, FY 10

SUBJECT: Creating a Job Announcement

EFFECTIVE DATE: Upon release of this Human Resources (HR) Bulletin

EXPIRATION DATE: Effective until canceled or superseded

SUPERSEDES: HR Bulletin #015, FY 05 "Vacancy Announcements," dated September 20, 2005, and HR Bulletin #047, FY 06 "Creating a Vacancy Announcement," dated October 4, 2006.

BACKGROUND: To ensure that the Department of Commerce (Commerce) is attracting the best-qualified candidates with the most appropriate skill sets, job announcements should be carefully written in plain, easy-to-understand language. Job announcements are the underpinnings of an effective recruitment and hiring process that allows potential candidates to understand what the job entails and the qualifications required. With minimal effort, the candidate should be able to ascertain whether the job is a good fit and whether the job requirements match the candidate's skill sets and interests. All information pertinent to the position should be included in the job announcement.

PURPOSE: The purpose of this HR Bulletin is to provide guidance to servicing HR offices on how to write job announcements in a simple and straightforward manner that is easy to understand, and to ensure the best-qualified candidates are attracted and recruited. This HR Bulletin is to be used in conjunction with the generic Commerce vacancy templates (traditional, category, merit). The three attached generic vacancy templates can be found at the end of HR Bulletin #108, FY 10. The use of these vacancy templates is **mandatory** to ensure Department-wide consistency.

PROCEDURES: Job announcements will remain open for a minimum of 10 business days unless a longer posting period is requested by the Selecting Official or required by the Operating Unit (OU) Servicing HR Office Recruitment Plan. The Selecting Official may request a shorter posting period of up to five days. In the event of a conflict between a provision of the Recruitment Plan and applicable provisions of negotiated collective bargaining agreements, the provision of the collective bargaining agreements will apply. Vacancies must be open to internal and external applicants.

In accordance with Title 5, United States Code (U.S.C.) §§ 3327, 3330 and Title 5, Code of Federal Regulations (CFR), Part 330, the following information must be included in all job announcements.

- Overview: agency name, job announcement number and location (bureau or organization, including geographic location); title of position (state if managerial or supervisory), series, grade, and salary range; opening and closing dates; whether the position is open until closed or open continuously; number of vacancies at the time of posting; appointment tenure; probationary period requirements; and travel, if necessary.

Make sure to list key requirements and draw attention to your job announcement with a concise and appealing summary that promotes the unique aspects of working at Commerce.

- Duties: responsibilities and essential functions of the job.
- Qualifications/Evaluations: education, if applicable; informative definitions and examples of specialized experience needed to qualify at each grade level; Knowledge, Skills and Abilities (KSAs) and other selective placement factors required for the position (automated questions are not adequate); requirements for licensure or certification; college transcripts, if applicable; security clearance requirements; physical requirements and test requirements.

An explanation for the basis of rating must include a description of the evaluation process and the role of the KSAs as well as the type and explanation of rating (for either traditional or category).

- How to Apply: clear, step-by-step instructions covering both paper and on-line applications; mail-delivery instructions; a list of documentation required from the applicant; contact information (email and telephone) for general or technical questions; a statement regarding steps to take if technical difficulties prevent the applicant from submitting an application prior to the posted deadline.

Applicants are not required to submit official documents as part of their application package; copies are sufficient. Once selected and prior to appointment, applicants will be required to provide official documentation.

- Veterans' Preference: information on how to claim veterans' preference, if applicable.
- Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan Consideration (ICTAP): information on how well qualified CTAP and ICTAP candidates may apply, if applicable.
- Agency's Definition of "Well Qualified": "well qualified" for job purposes includes those candidates who have been determined to exceed minimum qualifications for the position by attaining at least a rating of 85, but otherwise may or may not be among the highly- or best-qualified candidates.

- **Benefits:** health insurance, life insurance, long term care, retirement program, thrift savings plan, transit benefits, flexible spending accounts, credit union, leave (vacation, medical, family, etc.), employee assistance program, development and training opportunities, incentive award opportunities, recruitment or relocation incentives if applicable, etc. In addition to the required public notice items, you may include work life incentives such as:

Quality of Work/Life Programs: flexible arrangements including telework and alternative work schedules, daycare, fitness center, and proximity to public transportation and restaurants.

- **What to Expect Next:** notification to applicants on what to expect once the job announcement closes; electronic and/or receipt confirmation procedures. If a job is canceled and later reposted, the first job announcement will be referenced with a statement that lists any changes in requirements and information on whether or not the applicant must reapply.

OVERSIGHT: Periodic accountability compliance reviews will be conducted by the Office of Human Resources Management, Office of Accountability and Strategic Recruitment, in accordance with the statutory authority and responsibility under Title 5, U.S.C § 1104. Additionally, the Office of Personnel Management will conduct ad hoc reviews of agencies' job announcements to ensure compliance and public notice requirements.

REFERENCES: Title 5, U.S.C § 1104, Title 5, CFR 330.707, Delegated Examining Operations Handbook.

OFFICE OF POLICY AND PROGRAMS: Pamela Boyland, Director, PBoyland@doc.gov, (202) 482-1068.

PROGRAM MANAGER: Dafna Silberfeld, dsilberfeld@doc.gov, (202) 482-0767

Generic Merit Template



AGENCY:

JOB ANNOUNCEMENT NUMBER:

JOB TITLE:

SALARY RANGE:

OPEN PERIOD:

SERIES/GRADE:

POSITION INFORMATION:

LOCATIONS:

WHO MAY BE CONSIDERED:

- Current Federal employees serving under a career or career-conditional appointment;
- Former Federal employees with reinstatement eligibility;
- Career Transition Assistance Plan (CTAP) /Interagency Career Transition Assistance Plan (ICTAP) eligibles;
- People eligible under special hiring authorities;
- Veterans who are preference eligible, or separated from the U.S. Armed Forces under honorable conditions after three years or more of continuous active service, may apply under the Veterans Employment Opportunity Act (VEOA).

Job Summary:

(Insert agency logo, optional)

Insert agency's branding/marketing/mission information – highlight the reasons an applicant would want to work in this Department.

About the Position:

Insert general information about the position and how it relates to the Department.

- A one-year probationary period may be required.

Key Requirements:

- You must be a U.S. citizen.
- You must be registered for Selective Service, if applicable (see Other Information).
- You must be suitable for Federal employment.

Generic Merit Template

Major Duties:

List specific job responsibilities in a clear and concise manner.

The individual selected for this position will...

- X
- X
- X

Qualifications Required:

Education, if applicable:

General/Specialized Experience:

How You Will Be Evaluated:

Your application will be reviewed to determine if you are eligible and if you are qualified for the position. Your eligibility for consideration and qualifications for the position will be determined based upon a review of:

- Your detailed resume;
- Your responses to the job specific self-assessment questions; and
- The supporting documentation required.

The self-assessment questions cover the following knowledge, skills, and abilities (KSA) competencies: *(list competencies here)*.

KSA 1 –

KSA 2 –

KSA 3 –

The answers to the questions in the application process serve as the basis for your initial rating. You will receive a numerical score based on your responses to these questions. Next, your responses will be validated by a Human Resources Specialist and/or a subject-matter expert against the information provided in your resume and/or by reference checks.

You will not be excluded for failing to have a positive response to an experience, training, or awards question. However, your resume must support your answers to the self-assessment questions, or your score may be lowered. You are encouraged to provide supplemental information, which will be taken into consideration by the selecting official in the selection process. The best-qualified candidates will be identified for referral to the selecting official.

Please note that a complete resume is required for consideration.

Generic Merit Template

How to Apply:

You may either: 1) Apply on-line, 2) Fax your application, or 3) Mail your application package

Your complete application package will include:

1. Your resume;
2. Your answers to the job self-assessment questions; and
3. The supporting documentation required.

Your application must be received by 11:59 p.m. Eastern Standard Time (EST) on the closing date of this announcement.

ON-LINE APPLICATION: To apply on-line you must complete and submit an application by accessing the USAJOBS website at <http://www.usajobs.gov>. To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. You will be able to upload documents in both Word and PDF formats.

To return to your saved application, go to the "My Applications" link in your USAJOBS account. Select the position and hit the "More Info" button to update or edit responses.

FAX: If faxing your application package, please send to:

Attention: *(Insert name of contact)*

(Insert fax number)

(Insert telephone number)

Each document must be legible and faxed separately, using a cover sheet that includes an identification number. The identification number ensures that your document will be processed correctly. Supporting documentation will not be considered if the documents are not clean, smudge-free copies, nor will you be contacted to resubmit the documents.

MAIL: If you do not have access to the Internet, and would like to mail your application along with the required documentation, please send to:

(Insert agency contact information)

All mailed resumes and/or supporting documents must be received by *(Insert closing date)*.

Please allow enough time for United States Postal Service delivery.

Required Documents:

You may submit required and/or supplemental documents through any of the following methods:

- Upload your file(s).
- Download from your USAJOBS account.
- Fax using the fax cover sheet.
- Mail your documents

All required supporting documentation mentioned in this vacancy announcement, and all vacancy applications submitted electronically or via fax must be submitted and received by *(Insert time)* EST on *(Insert closing date)*. You are not required to submit official documents at this time;

Generic Merit Template

copies are sufficient.

You may be directed to submit specific documentation to verify information about your civil service status, your education, your CTAP and ICTAP eligibility, your veterans' preference, and/or other information.

CTAP and ICTAP candidates will be eligible if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a rating of 85 out of 100. Information about CTAP/ICTAP eligibility is on the Office of Personnel Management's Career Transition Resources website at: <http://www.opm.gov/ctap/index.asp>. CTAP/ICTAP applicants MUST submit the following documents:

1. A copy of your specific RIF notice, written notice of your expected separation or other documentation of priority consideration status;
2. A copy of your latest SF-50 – noting current position, grade level, and duty location;
3. A copy of your last performance appraisal; and
4. Any documentation from your agency that shows your current promotion potential.

Veterans' Recruitment Appointment (VRA), VEOA, disabled veterans, persons with disabilities and other applicants eligible for noncompetitive appointment under special appointing authorities, must indicate eligibility in this application and be prepared to submit proof of eligibility upon request. For more information please go to <http://www.opm.gov/veterans/html/vetguide.asp#6>.

Status applicants and those with reinstatement eligibility must be prepared to submit a copy of an SF-50, "Notification of Personnel Action," indicating your current series and grade, upon request.

Education: If this position requires proof of higher education, you may submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp> for more information.

Problems Completing Your Application:

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by e-mail at (*list email*). The help desk is available Monday – Friday, 7:00 a.m. to 7:00 p.m. EST.

Status of Your Application:

You will receive a notice generated by the USAJOBS System that you have successfully transmitted your application. You can check the status of your application by accessing the USAJOBS website at <http://www.usajobs.gov> and clicking on "Track Your Online Application."

Benefits:

(*Insert agency name*) offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. (*Insert agency specific benefits/flexibilities that may be attractive to potential applicants, i.e., flexible work schedules, telework, etc.*). The following web address is

Generic Merit Template

provided for you to explore the major benefits offered to most Federal employees. To learn more please click on: <http://www.usajobs.opm.gov/ei61.asp>

Other Information:

Selective Service: If you are a male applicant born after December 31, 1959 you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. Please see <http://www.sss.gov> for more information.

(Insert any additional agency-specific information here)

What to Expect Next:

You will be sent notice that your application has been received. After all application packages have been received, we will review your resume and transcript(s) (if you are qualifying based on education) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and may interview the best-qualified applicants. If selected for this vacancy, you may be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You may be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or, you may be fined or jailed.

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, veteran's preference, disability, etc.). A final job offer for this position is usually made within 40 days after the application deadline.

Generic DEU Template – Traditional



AGENCY:

JOB ANNOUNCEMENT NUMBER:

JOB TITLE:

SALARY RANGE:

OPEN PERIOD:

SERIES/GRADE:

POSITION INFORMATION:

LOCATIONS:

WHO MAY BE CONSIDERED:

- All qualified United States citizens.

Job Summary:

(Insert agency logo, optional)

Insert agency's branding/marketing/mission information – highlight the reasons an applicant would want to work in this Department.

About the Position:

Insert general information about the position and how it relates to the Department.

- A one-year probationary period may be required.

Key Requirements:

- You must be a U.S. citizen.
- You must be registered for Selective Service, if applicable (see Other Information).
- You must be suitable for Federal employment.

Major Duties:

List specific job responsibilities in a clear and concise manner.

The individual selected for this position will...

- X
- X
- X

Generic DEU Template – Traditional

Qualifications Required:

Education, if applicable:

General/Specialized Experience:

How You Will Be Evaluated:

Your application will be reviewed to determine if you are eligible and if you are qualified for the position. Your eligibility for consideration and qualifications for the position will be determined based upon a review of:

- Your detailed resume;
- Your responses to the job specific self-assessment questions; and
- The supporting documentation required.

The self-assessment questions cover the following knowledge, skills, and abilities (KSA) competencies: (*List competencies here*).

KSA 1 –

KSA 2 –

KSA 3 –

The answers to the questions in the application process serve as the basis for your initial rating. You will receive a numerical score based on your responses to these questions. Next, your responses will be validated by a Human Resources Specialist and/or a subject-matter expert against the information provided in your resume and/or by reference checks.

You will not be excluded for failing to have a positive response to an experience, training, or awards question. However, your resume must support your answers to the self-assessment questions, or your score may be lowered. You are encouraged to provide supplemental information, which will be taken into consideration by the selecting official. The best-qualified candidates will be identified for referral to the selecting official.

Please note that a complete resume is required for consideration.

How To Apply:

You may either: 1) Apply on-line, 2) Fax your application, or 3) Mail your application package.

Your complete application package will include:

1. Your resume;
2. Your answers to the job self-assessment questions; and
3. The supporting documentation required.

Your application must be received by 11:59 p.m. Eastern Standard Time (EST) on the closing date of this announcement.

Generic DEU Template – Traditional

Veterans (Preference Eligible): If you are entitled to veterans' preference, indicate on your resume the type of veterans' preference you are claiming and provide the appropriate supporting documentation to validate your claim. Your veterans' preference entitlement will be verified by the employing agency. For more information regarding eligibility requirements, please go to: <http://www.opm.gov/veterans/jobs.asp>.

ON-LINE APPLICATION: To apply on-line you must complete and submit an application by accessing the USAJOBS website at <http://www.usajobs.gov>. To begin, click the Apply Online button near the bottom of this screen and follow the prompts to register into your USAJOBS account, answer the questions, and submit all required documents. You will be able to upload documents in both Word and PDF formats.

To return to your saved application, go to the "My Applications" link in your USAJOBS account. Select the position and hit the "More Info" button to update or edit responses.

FAX: If faxing your application package, please send to:

Attention: *(Insert name of contact)*

(Insert fax number)

(Insert telephone number)

Each document must be legible and faxed separately, using a cover sheet that includes an identification number. The identification number ensures that your document will be processed correctly. Supporting documentation will not be considered if the documents are not clean, smudge-free copies, nor will you be contacted to resubmit the documents.

MAIL: If you do not have access to the Internet, and would like to mail your application along with the required documentation, please send to:

(Insert agency contact information)

All mailed resumes and/or supporting documents must be received by *(Insert closing date)*. Please allow enough time for United States Postal Service delivery.

Required Documents:

You may submit required and/or supplemental documents through any of the following methods:

- Upload your file(s).
- Download from your USAJOBS account.
- Fax using the fax cover sheet.
- Mail your documents.

All required supporting documentation mentioned in this vacancy announcement, and all vacancy applications submitted electronically or via fax must be submitted and received by *(Insert time)* EST on *(Insert closing date)*. You are not required to submit official documents at this time; copies are sufficient.

Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP) candidates will be eligible if it is determined that they have exceeded the minimum qualifications for the position by attaining at least a rating of 85 out of 100. Information about

Generic DEU Template – Traditional

CTAP/ICTAP eligibility is on the Office of Personnel Management's Career Transition Resources website at: <http://www.opm.gov/ctap/index.asp>.

Education: If this position requires proof of higher education, you may submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements. Please refer to <http://www.opm.gov/qualifications/policy/ApplicationOfStds-04.asp> for more information.

Problems Completing Your Application:

If you have problems completing your on-line application, including problems submitting your supporting documents, please contact the Help Desk by email at (*list email*). The help desk is available Monday – Friday, 7:00 a.m. to 7:00 p.m. EST.

Status of Your Application:

You will receive a notice generated by the USAJOBS System that you have successfully transmitted your application. You can check the status of your application by accessing the USAJOBS website at <http://www.usajobs.gov> and clicking on “Track your on-line application.”

Benefits:

(*Insert agency name*) offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. (*Insert agency specific benefits/flexibilities that may be attractive to potential applicants, i.e., flexible work schedules, telework, etc.*). The following web address is provided for you to explore the major benefits offered to most Federal employees. To learn more please click on: <http://www.usajobs.opm.gov/ei61.asp>

Other Information:

Selective Service: If you are a male applicant born after December 31, 1959 you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. Please see <http://www.sss.gov> for more information.

(*Insert any additional agency-specific information here*)

What to Expect Next:

You will be sent notice that your application has been received. After all application packages have been received, we will review your resume and transcript(s) (if you are qualifying based on education) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and may interview the best-qualified applicants. If selected for this vacancy, you may be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You may be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or, you may be fined or jailed.

Generic DEU Template – Traditional

You will be required to submit official documentation prior to appointment. The agency will then verify the information provided on your application (i.e., degree, veteran's preference, disability, etc.). A final job offer for this position is usually made within 40 days after the application deadline.

Generic DEU Template – Category Rating



AGENCY:

JOB ANNOUNCEMENT NUMBER:

JOB TITLE:

SALARY RANGE:

OPEN PERIOD:

SERIES/GRADE:

POSITION INFORMATION:

LOCATIONS:

WHO MAY BE CONSIDERED:

- All qualified United States citizens.

Job Summary:

(Insert agency logo, optional)

Insert agency's branding/marketing/mission information – highlight the reasons an applicant would want to work in this Department.

About the Position:

Insert general information about the position and how it relates to the Department.

- A one-year probationary period may be required.

Key Requirements:

- You must be a U.S. citizen.
- You must be registered for Selective Service, if applicable (see Other Information).
- You must be suitable for Federal employment.

Major Duties:

List specific job responsibilities in a clear and concise manner.

The individual selected for this position will...

- X
- X
- X

Generic DEU Template – Category Rating

Qualifications Required:

Education, if applicable:

General/Specialized Experience:

How You Will Be Evaluated:

Your application will be reviewed to determine if you are eligible and if you are qualified for the position. Your eligibility for consideration and qualifications for the position will be determined based upon a review of:

- Your detailed resume;
- Your responses to the job specific self-assessment questions; and
- The supporting documentation required.

The self-assessment questions cover the following knowledge, skills and abilities (KSA) competencies: (*List competencies here*).

KSA 1 –

KSA 2 –

KSA 3 –

Candidate Rating:

If you have met the basic qualifications stated in the vacancy announcement you will be further evaluated based upon a review of your answers to the job specific self-assessment questions, then placed in one of three pre-defined categories rather than assigned an individual numeric score. These categories are “gold,” “silver,” and “bronze.” Within each category, those eligible through veterans’ preference will be listed at the top of the category. For more information on category rating, please go to: http://www.opm.gov/employ/category_rating/faq.asp

You will not be excluded for failing to have a positive response to an experience, training, or awards question. However, your resume must support your answers to the self-assessment questions, or your score may be lowered. You are encouraged to provide supplemental information, which will be taken into consideration by the selecting official. The best-qualified candidates will be identified for referral to the selecting official.

Please note that a complete resume is required for consideration.

How to Apply:

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1. Your resume;
2. Your answers to the job self-assessment questions; and

Generic DEU Template – Category Rating

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Generic DEU Template – Category Rating

application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or, you may be fined or jailed.

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